Sproughton Parish Council

**Minutes of Sproughton Parish Council Finance Committee held via Zoom on Monday 4th May 2020 at 14:00pm.**

**ATTENDEES:** Cllr Curl, Powell, King, Maxwell, Kirsty Webber (Parish Clerk

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**

1.1 Nothing to report

1. **APOLOGIES**
   1. No Apologies
2. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**

3.1

1. **MINUTES** 
   1. Councillors to consider and approve the minutes of the Parish Council Finance Committee Meeting 24th January 2020

4.1.1 All Cllrs voted to approve the minutes.

* 1. Review of actions from previous minutes.

4.2.1 All actions complete.

1. **FINANCE**

5.1 Parish Clerk pension options.

5.2 SPC debit card protocol

5.2.1 Cllrs discussed managing the use of the Council credit card and agreed to keep the same audit system in place. Finance regulations to remain unchanged at this time and to be reviewed at a later date. Cllr Curl proposed, Cllr Powell second all Cllrs agreed.

5.2.2 Action: Cllrs to check quarterly, receipts to statement or as and when requested.

5.3 SPC online banking process.

5.3.1 Cllrs discussed the procedures and security measures needed for the online use of the Council bank account. Clerk to be the only person with immediate access to account being the RFO. It was discussed how the two-person authentication would be used in the payments being made via BACS. Cllr Curl proposed, Cllr Powell second all Cllrs agreed.

5.3.1.2 Action Clerk to contact bank to see what security measures our offered with the online banking service. Clerk to receive access to online banking once authorised on account.

5.3.2 Cllrs discussed how the Clerk will be paid going forward and agreed that a standing order would be the best process, and to be reviewed at anytime by the finance committee. Cllr Curl proposed, Cllr Powell second all Cllrs agreed.

5.3.2.1 Action: Clerk to contact SALC to get monthly figure and send details to Cllr Davies to set up a standing order.

5.4 Provision of Finance Information to Councillors and Parish Council Meetings

5.4.1 Cllrs discussed the best way to achieve reports and record all finances. Cllr Powell mentioned it had been agreed previously that a new finance package Rialtas was going to be installed. Due to unforeseen circumstances this has not occurred. It was agreed that this would be investigated to obtain. Cllr Curl proposed, Cllr Powell second all Cllrs agreed.

5.4.2 Action: Clerk to liaise with Rialtas to get this installed. Cllrs can then investigate how this works in obtaining information for audit.

1. **TO AGREE TIME, DATE AND PLACE OF NEXT FINANCE MEETING**

6.1 TBC

1. **ITEMS FOR NEXT MEETING**

7.1 TBC

1. **AOB**

8.1 Nothing to report.

1. **CLOSE OF MEETING**

9.1 Meeting closed at 15:00

Simon Curl

Chairman, Finance Committee, Sproughton Parish Council.